

IDEAS RE: RELATIONSHIPS WITH COURT ADMINISTRATORS AND JUDICIAL OFFICERS

Overnight retreats

How to get into those meetings?

Ask to be included

Take information and disseminate to your staff – create opportunities for your staff to have interactions within the court

Invite departments to come for training, see what services are available

- provide food
- find out how we can help you do your job
- want to learn from you

When have meetings – make sure have specific agenda – don't go off on tangents, have rules for how meeting will progress

Meet with bench officers regularly to hear from them what they need help with – what their suggestions are – explain how cases are flowing, what’s happening – help them explain that we’re not gatekeepers, can explain ex partes, but not prevent them

Who is the first person you’d call a meeting with – exec officer and PJ

Anything they set as a priority trickles down to everyone else

Supervising family law judge and immediate boss (Manager) – reports to assistant court exec

Have both administrator and staff involved

When have a new pleading – make sure the bench officer has reviewed first and that they’ll accept the forms/regular pleadings

Coffee clatches

Frequent and continuing communication with clerks office – things changing for them and us – has to be on-going

Have FSD attorney sit with them and hear what they do – perhaps our staff could go watch and see what they do

Hire staff who used to work in the clerks office so they know people, seen as part of the same team

Train interns on how to look for what to reject – know when working at self-help centers, doing the same way as clerks, created a personal relationship between clerks and interns and staff.

Actually doing work on cases to help them